

7 Stage 3 Standard Operating Procedure

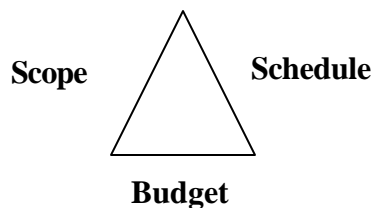
7.1 Purpose

The primary purpose of Stage 3 (Final Design Process) is to execute the project development within scope, on schedule, and within budget. The needed input from Stage 2 into Stage 3 is a well-defined scope and preliminary schedule and an up-to-date budget for all aspects of the project. The output of Stage 3 is signed final plans, specifications, and an approved estimate ready for letting. In addition, the rights of way should be purchased, all required agreements secured (utility, railroad, cooperative endeavor, etc.), and all environmental and non-environmental permits obtained that are required for letting. The completion of the above activities defines the project delivery date (PDD).

Implementation of the Program Project Management System (PPMS), using project scheduling software, provides a tool for effective management of project schedules, assigned resources, and the resulting cost to complete projects. The purpose of using PPMS is to enhance communication and coordination between staff engaged in project and program delivery at the project team, office, region, and statewide levels.

The challenge is to get the job done on time, within budget, and according to the agreed scope while meeting or exceeding customer and stakeholder expectations. At this point in the project delivery process, the development and function of the project team is critical for success.

Ongoing and active management of the project's "triple constraints" (scope, schedule, and budget as shown below) is a primary focus of project management.



Key features of effectively managing project delivery include the following:

- Building an interdisciplinary team having the skills necessary for the project.
- Including the customers in the project delivery process.

- Communicating with all involved parties.
- Managing change.

Successful project delivery results from active project management and a team with the right resources that acts with a common purpose. The Managing Project Delivery process is applied by project managers and teams.

- Preparation – “Plan the Work”
- Execution – “Work the Plan”

While the assignment of organizations and individuals to a project is an essential first step, mere assignment does not result in an effective team. Teams must be built and sustained. For successful project delivery, the participants must conduct their efforts in a coordinated and complimentary manner. Establishing communication among the team member who will develop and deliver the project is the most important function of this first step of Managing Project Delivery. Successful project delivery starts with mobilizing the necessary resources and aligning all participants toward a common goal.

Building and sustaining an effective project team involves developing and constantly reinforcing a common understanding of:

- Project scope
- Team mission
- Participant roles and responsibilities
- Project boundaries
- Critical success factors

The project team is a designated group of individuals working together with a common purpose related to a specific project. A critical aspect of project success is mobilizing and aligning individuals around a project to effectively deliver the product.

7.2 Process

The goal of the project team should be to develop a work plan that is comprehensive, realistic, deliverable, and endorsed by all team members. It is imperative to understand and communicate the distinction between the project work plan (including schedule and

cost to complete) to accomplish the defined team mission and the effort to deliver the Highway Construction Program in terms of preliminary final engineering and right-of-way.

The scope of work, scheduled to deliver, and the estimated cost to complete a Highway Construction Program project (including engineering, right of way utility, and construction phases) are developed by the project team during the scoping phase. Once a Highway Construction Program project's scope, schedule, and budget have been established, any change in scope, schedule or budget will require approval from the Chief Engineer and Assistant Secretary of Planning and Program through the use of change in Scope and Budget Memorandum.

A project schedule is a systematic map of the hierarchical project tasks necessary to accomplish the team mission, taken to the lowest level of detail necessary to describe and assign the tasks. The team develops the project schedule with input from project customers and stakeholders. The project schedule includes all tasks necessary to accomplish the team mission.

The task activity list is attached for both a standard project as well as a summary project. The use of the standard or summary activity list is at the discretion of the project manager; however, the more complex projects should utilize the standard list and smaller, less complex ones should utilize the summary list.

A task is an assignable item of work that has:

- A definable beginning and end.
- A finite planned duration.
- A state of completion that can be estimated at any time.
- A reviewable internal or external deliverable at the task's completion.

All projects in the Louisiana Highway Construction Program are managed by a schedule of required activities that is based on the standardized master template and rules. The schedule to complete the team mission is developed from the work breakdown structure and the subsequent task planning. The schedule is a dynamic tool. It defines the start, order, and duration of project tasks and milestones. A collaboratively developed and comprehensive schedule is fundamental tool for the subsequent management and delivery of the project. It is used to communicate, coordinate, and measure project progress.

Successful project delivery requires active management of scope, schedule, and budget including the following:

- An endorsed base line scope, schedule, and budget.
- Ongoing communication with all team members to get frequent and accurate data on progress.
- Regular schedule and budget monitoring and evaluation with revisions to reflect actual progress, as appropriate.
- Regularly reporting progress to customers and stakeholders.
- Application of resources to meet schedule.

All projects in the department's Highway Construction Program will maintain current schedules in the PPMS and will be updated frequently to ensure the project delivery date shown in PPMS is accurate and can be met.

Significant milestones in the standard activity list are as follows: (the numbers following the tasks correspond with the Activity ID)

1. Completion of topographic survey, PPD 120
2. 60% preliminary design geometric review, PPD420
3. 60% preliminary design hydraulic review, PPD440
4. Develop preliminary pavement design, PPD808
5. Plan-in-hand meeting, PPD570
6. Joint plan review (R/W), PPD020
7. Advance check prints, FP0490
8. Release letter (utilities), FD0480
9. Certify R/W complete, FD0540
10. Finalize permit, FD0350
11. Develop construction proposal, FD0580 (including contact time and innovated bidding practice)
12. Plan signed by Chief, FD0590

Of these the following are major milestones:

1. Plan in hand meeting, PD0570
2. Joint Plan Review (R/W), FD0020
3. Advance check prints, FD0490

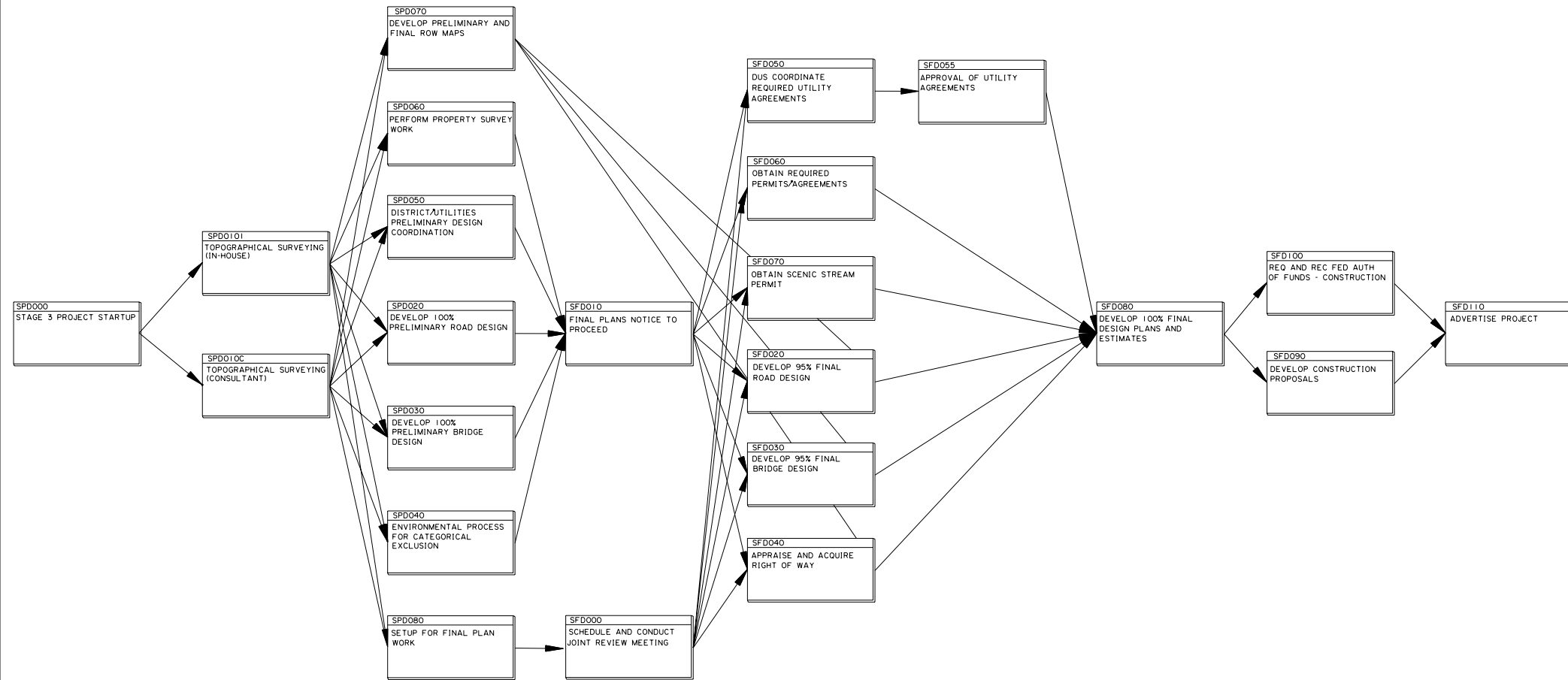
Each of these three major milestones require, as outlined in existing design manuals, significant reviews, including field reviews, and cost updates.

Recognizing and confronting change, rather than avoiding it, is key to successful project delivery. Value can be added through appropriate change management. In order to provide proper documentation, the Change Scope and Budget Memorandum should include the following sections:

- Project Overview- narrative of what the project is about.
- Original Project Scope- the project objective and scope.
- Change Project Scope- the revised objective and scope.
- Reasons- identify reasons for the change in scope and budget.
- Environmental Requirements, Content Sensitive and Design Exceptions- outline any changes to the original environmental requirements, content sensitive and design exceptions.
- Project Schedule- indicates any changes in the original project schedule and major milestones.
- Budget and Funding- identify changes in the project funding or timing affected by the change in scope or budget.

See the following page for a flowchart representing the Stage 3 process (figure 7-1).

PPMS SUMMARY ACTIVITY TEMPLATE



7.3 Responsibility Matrix/ Checklist

See pages 7-9 through 7-18.

7.4 Project Finance Committee (PFC) Duties in Stage 3

- The PFC monitors and tracks expenditures vs. budget for Stage 3 work.
- If a project is determined to be financially feasible, the PFC authorizes the appropriate project budget adjustments and establishes the funding allocation plan. The funding allocation plan includes the sources, methodology, and timing to finance the project (a formal report to project control, the program manager, the project manager, the Stage 3 committee, and management).
- The PFC receives and reviews the final cost estimate provided by the Stage 3 committee. The PFC compares the final cost estimate with cost estimate #2 and assesses the impact on the preliminary project budget.
- The PFC compares project budget impacts with project financing plan. If the project final cost estimate exceeds the established program budget partition allocation, the PFC develops several courses of action for revisions to budget partition allocations (zero sum game, recommendations on how to “fit” the project in). The Stage 3 committee validates cost escalation factors and develops value engineering ideas, innovative contracting techniques, etc., to attempt to lower project costs.
- The PFC coordinates with management, stage 3 committee and program managers to evaluate the courses of action and make a decision.
- PFC authorizes cash for Stage 4 in accordance with the project cash flow plan.
- Based on decision, PFC adjusts program budget partitions, project budget, and cash flow plans. They advise Planning and Programming for adjustments to STIP.

7.5 Deliverables

- Signed final plans
- Specifications
- Approved estimate ready for letting
- Rights-of-way purchased
- Required agreements secured (utility, railroad, cooperative endeavor, etc.)
- All environmental and non-environmental permits obtained
- Construction duration

7.5.1 Performance Indicators

Performance indicators for Stage 3 concentrate on two components, budget and schedule. The three major milestones listed above are to be used to track the budget and schedule. The performance indicator for budget and schedule is made at the completion of Stage 3.

Standard Activities		
Activity ID	Activity Description	Functional Responsibility
PD0002	Compile Project Assessment Data	Project Manager
PD0004	Prepare Scope and Fee Package	Project Manager
PD0006	Prepare Consultant Advertisement	Consultant Contracts
PD0008	Advertise and Select Consultant	Consultant Contracts
PD0010	Prepare Original Contract	Consultant Contracts
PD0012	Request and Rec. Fed. Auth. of Funds - Consultant Engineering	Project Control
PD0015	Develop Notice to Proceed	Consultant Contracts
PD0020	Assemble Project Management Team	Project Manager
PD0030	Conduct Project Kickoff Meeting	Project Manager
PD0032	Request Traffic Data	Project Manager
PD0034	Develop Traffic Data	Planning and Programming
PD0035	PM Requests Traffic Analysis	Project Manager
PD0036	PM Requests Subgrade Soil, PH/Resistivity, and Pvm Design	Project Manager
PD0037	Perform Preliminary Traffic Analysis	Geometrics
PD0040	Prepare and Distribute Predesign Form	Project Manager
PD0060	Conduct Predesign Meeting	Project Manager
PD0070	Request Topographic Surveys	Project Manager
PD0080	Develop Preliminary Pavement Design	Pavement and Geotechnical
PD0082	Develop Preliminary Life Cycle Costs Analysis (LCCA)	Pavement and Geotechnical
PD0090	Perform Topographic Surveys	Location and Survey
PD0120	Develop Digital Electronic Survey Package	Location and Survey
PD0130	Pavement Review Committee Process	Pavement and Geotechnical
PD0140	Request Subgrade Soil Survey	Pavement and Geotechnical
PD0150	Make Topographic and Utility Information Available	Location and Survey
PD0160	Perform Subgrade Soil Survey	District Lab Engineer
PD0170	Preliminary Plans Notice to Proceed	Project Manager
PD0180	Develop 30% Preliminary Design - Bridge	Bridge Design
PD0190	Develop 30% Preliminary Design - Roads	Road Design
PD0200	Coordinate Preliminary Design with Railroad(s)	Highway/Rail Safety
PD0210	Order Subsurface Investigation for Project	Pavement and Geotechnical
PD0220	Develop 60% Preliminary Design - Roads	Road Design
PD0230	Furnish All Subsurface Investigation Data for Project	Materials and Testing Section
PD0240	Develop Final Pavement Design	Pavement and Geotechnical
PD0250	Develop 60% Preliminary Design - Bridge	Bridge Design
PD0260	Compile 60% Preliminary Design	Project Manager
PD0270	60% Preliminary Design Geometric Review	Geometrics
PD0280	District Evaluation of Traffic Signals	District Traffic Engineer
PD0290	Conduct 60% Preliminary Design Review - Roads	Road Design
PD0295	Conduct 60% Preliminary Design Review - Bridges	Bridge Design
PD0300	DUS Reviews/Confirms 60% Preliminary Design with	District Utility Representative

Standard Activities		
Activity ID	Activity Description	Functional Responsibility
	Utilities	
PD0310	Environmental Solicitation of Views	Environmental
PD0316	Prepare Work Effort for Property Survey	Location and Survey
PD0318	Execute Supplemental Agreement	Consultant Contracts
PD0320	Furnish Title Work and Perform Property Surveys	Location and Survey
PD0330	Request Updated Titlework	Location and Survey
PD0340	60% Preliminary Design Hyrdraulic Review	Hydraulics
PD0350	Conduct Environmental Studies and Develop Document	Environmental
PD0360	Update Titlework	Location and Survey
PD0370	Decision on Traffic Signal Design	Traffic Engineering and Services
PD0380	Address/Resolve General 60% Prel. Des. Review Comments	Project Manager
PD0390	Develop Preliminary ROW Maps	Location and Survey
PD0410	Submit Environmental Docs for Comments	Environmental
PD0420	Address/Resolve Geometric 60% Prel. Des. Review Comments	Project Manager
PD0430	DUS Distributes Preliminary Plans and Lists to Utilities	District Utility Representative
PD0440	Address/Resolve Hydraulic 60% Prel. Des. Review Comments	Project Manager
PD0450	Address/Resolve Agency Comments	Environmental
PD0480	Distribute Preliminary ROW Taking Lines	Project Manager
PD0490	Agency Approval of Documents	Environmental
PD0500	Develop 90% Preliminary Design - Roads	Road Design
PD0510	Develop 90% Preliminary Design - Bridge	Bridge Design
PD0512	CE Selects VE Team, Team Performs Study and Makes Recom. to CE	Project Manager
PD0520	Verify Topo - USTs, Contamination, Improvements	Real Estate
PD0530	Review 90% Prel. Des. P/H - Roads	Road Design
PD0535	Review 90% Prel. Des. P/H - Bridges	Bridge Design
PD0536	Chief Reviews VE Recommendation	Project Manager
PD0540	Address/Resolve 90% Prel. Des. P/H Bridge Comments	Bridge Design
PD0550	Address/Resolve 90% Prel. Des. P/H Road Comments	Road Design
PD0560	Distribute Plan-In-Hand Doc. for Review	Project Manager
PD0570	Plan-In-Hand Meeting	Project Manager
PD0590	Revise P/H Prel. Des. to Reflect Comments - Roads	Road Design
PD0595	Revise P/H Prel. Des. to Reflect Comments - Bridge	Bridge Design
PD0610	Prepare Fee and Scope Final Plan	Project Manager
PD0620	Prepare Final Plan Supplement	Consultant Contracts
FD0010	Schedule and Prepare for Joint Review Meeting	Real Estate
FD0020	Conduct Joint Review Meeting	Real Estate
FD0030	Final Plans Notice to Proceed	Project Manager

Standard Activities		
Activity ID	Activity Description	Functional Responsibility
FD0040	Develop 30% Final Plans - Roads	Road Design
FD0045	Develop Traffic Control Plans	District Traffic Engineer
FD0050	Develop 30% Final Plans - Bridge	Bridge Design
FD0060	Prepare Final ROW Maps	Location and Survey
FD0070	Prepare ROW Cost Estimate	Real Estate
FD0080	Prepare HQ Utility Cost Estimate	HQ Utilities
FD0090	Prepare Relo Letter and Agreements for Utility Co	District Utility Representative
FD0100	Confirm Required Permits and Agreements List	Project Manager
FD0110	Prepare C/S/I Applications for Required Agreements	Consultant Contracts
FD0112	Prepare Railroad Applications for Required Agreements	Highway/Rail Safety
FD0120	Prepare CE/CG/CZ Applications for Required Permits	Permits
FD0121	Prepare Applications for Required Scenic Stream Permit	Environmental
FD0130	Develop Final Plan to 60% - Roads	Road Design
FD0140	Develop Final Plans to 60% - Bridge	Bridge Design
FD0150	Request Funding for R/W Activities	Real Estate
FD0160	Request & Rec Fed. Auth. of Funds - R/W & Utilities	Project Control
FD0190	Review and Resolve Final ROW Map Issues	Location and Survey
FD0195	Modify ROW Maps to Reflect Final Comments	Location and Survey
FD0200	Utility Company Signs and Returns Project Package	District Utility Representative
FD0210	Transmit Final ROW Maps to Real Estate	Location and Survey
FD0230	Submit CE/CG/CZ Permit Applications	Permits
FD0231	Submit Scenic Stream Permit Application	Environmental
FD0260	Address/Resolve CE/CG/CZ Permit Comments	Permits
FD0261	Address/Resolve Scenic Stream Permit Comments	Environmental
FD0270	Request Appraisals	Real Estate
FD0280	Address/Resolve C/S/I Agreement Comments	Consultant Contracts
FD0282	Address/Resolve Railroad Agreement Comments	Highway/Rail Safety
FD0290	Compile 60% Final Plan	Project Manager
FD0300	Review 60% Final Plan - Bridge	Bridge Design
FD0310	60% Final Plan Hydraulic Review	Hydraulics
FD0320	60% Final Plan Traffic Engineering Review	Traffic Engineering and Services
FD0330	Review 60% Final Plan - Roads	Road Design
FD0340	Prepare Property Valuation	Real Estate
FD0345	60% Final Plan Geotechnical Review	Pavement and Geotechnical
FD0350	Finalize CE/CG/CZ Permits	Permits
FD0351	Finalize Scenic Stream Permit	Environmental
FD0360	Adjust Design for Permit Mitigation	Project Manager
FD0370	Address/Resolve 60% Final Plan Review Comments - Bridge	Bridge Design
FD0400	Address/Resolve 60% Final Plan Review Comments - Roads	Road Design

Standard Activities		
Activity ID	Activity Description	Functional Responsibility
FD0410	Finalize C/S/I Agreements	Consultant Contracts
FD0412	Finalize Railroad Agreements	Highway/Rail Safety
FD0420	Develop Final Bridge Design to 95%	Bridge Design
FD0430	Develop Final Road Design to 95%	Road Design
FD0440	Conduct Relocation Negotiations	Real Estate
FD0450	Conduct Acquisition Negotiations	Real Estate
FD0460	District Forwards Project Package to HQ for Review	District Utility Representative
FD0470	HQ Utility Approval	HQ Utilities
FD0480	Release Letter - Utilities	HQ Utilities
FD0490	Distribute 95% ACP for Review	Project Manager
FD0500	ACP Review Period	Project Manager
FD0510	Address/Resolve ACP Comments	Project Manager
FD0535	Remove Improvements from Right of Way	Real Estate
FD0540	Certify Project R/W Activities Are Complete	Real Estate
FD0550	Develop Final Plans to 100% Complete	Project Manager
FD0560	District Issues Utility Work Orders	District Utility Representative
FD0570	Prepare Final Estimate	Project Manager
FD0575	Develop Final Life Cycle Cost Analysis	Pavement and Geotechnical
FD0580	Develop Construction Proposals to 95% Complete	Contracts and Specifications
FD0590	Signed by Engineering Chief	Project Manager
FD0595	Develop Construction Proposals to 100% Complete	Contracts and Specifications
FD0600	Request & Rec Fed. Auth. Funds - Construction	Project Control
FD0620	Advertise Project	Contracts and Specifications

Standard Task Templates Report

Activity Code: SPD000

Activity Description: Stage 3 Project Startup

Task Number	Task Description	Weighted Value
1	(PD0002) Compile Project Assessment Data	10
2	(PD0004) Prepare Scope and Fee Package	10
3	(PD0006) Prepare Consultant Advertisement	10
4	(PD0008) Advertise and Select Consultant	5
5	(PD0010) Prepare Original Contract	5
6	(PD0012) Req and Rec Fed Auth of Funds - Cons Eng	5
7	(PD0015) Develop Notice to Proceed	1
8	(PD0020) Assemble Project Management Team	5
9	(PD0030) Conduct Project Kickoff Meeting	4
10	(PD0032) Request Traffic Data	1
11	(PD0034) Develop Traffic Data	5
12	(PD0035) PM Requests Traffic Analysis	1
13	(PD0036) Req PH and Resist and Pvmnt Des	1
14	(PD0037) Perform Preliminary Traffic Analysis	5
15	(PD0040) Prepare and Distribute Predesign Form	1
16	(PD0060) Conduct Predesign Meeting	5
17	(PD0080) Develop Preliminary Pavement Design	5
18	(PD0082) Develop Preliminary LCCA	5
19	(PD0130) Pavement Review Committee Process	5
20	(PD0140) Request Subgrade Soil Survey	1
21	(PD0070) Request Topographic Surveys	5

Activity Code: SPD010C

Activity Description: Topographic Surveying (Consultant)

Task Number	Task Description	Weighted Value
1	Receive Request for Topographic Survey Estimate	1
2	Make Topographic Survey Estimate	1
3	Set Control and Run Traverse	10
4	Submit Closure Sketch for Review	5
5	Review Centerline Closure Sketch	1
6	Receive Acceptance Letter for Closure Sketch	5
7	Collect Topographic Survey Data	69
8	Submit Topographic Data for Review	5
9	Review Topographic Survey Data	1
10	Transmit Topographic Survey Data	1
11	Receive Acceptance Letter for Topographic Data	1

Sort: Activity Code, Ascending

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Standard Task Templates Report

Activity Code: SPD010I

Activity Description: Topographic Surveying (In-House)

Task Number	Task Description	Weighted Value
1	Receive Topographic Survey Request	1
2	Perform Topographic Survey (PD0090)	80
3	Develop Digital Electronic Survey Package (PD0120)	10
4	Make Topographic and Utility Info Available (PD0150)	10

Activity Code: SPD020

Activity Description: Develop 100% Preliminary Road Design

Task Number	Task Description	Weighted Value
1	(PD0160) Perform Subgrade Soil Survey	5
2	(PD0170) Preliminary Plans Notice to Proceed	1
3	(PD0190) Develop 30% Preliminary Design - Roads	15
4	(PD0200) Coordinate Preliminary Design with Railroads	1
5	(PD0220) Develop 60% Preliminary Design - Roads	25
6	(PD0240) Develop Final Pavement Design	5
7	(PD0260) Compile 60% Preliminary Design	10
8	(PD0270) 60% Preliminary Design Geometric Review	10
9	(PD0280) District Evaluation of Traffic Signals	5
10	(PD0290) Conduct 60% Preliminary Design Review - Roads	10
11	(PD0340) 60% Preliminary Design Hydraulic Review	10
12	(PD0370) Decision on Traffic Signals	5
13	(PD0380) Address/Resolve Gen 60% Prelim Des Rev Comm	10
14	(PD0420) Address/Resolve Geom 60% Prelim Des Rev Comm	5
15	(PD0440) Address/Resolve Hyd 60% Prelim Des Rev Comm	5
16	(PD0480) Distribute Preliminary ROW Taking Lines	10
17	(PD0500) Develop 90% Preliminary Design - Roads	25
18	(PD0512) Chief Eng Selects VE Team, Study & Rec to Chief	1
19	(PD0530) Rev 90% Preliminary Design P-I-H - Roads	5
20	(PD0536) Chief Reviews VE Recommendations	1
21	(PD0550) Address/Resolve 90% Prel Des P-I-H Road Comm	5
22	(PD0560) Distribute Plan-In-Hand Doc for Review	1
23	(PD0570) Plan-In-Hand Meeting	5
43	(PD0590) Revise P/H Prel Des to Reflect Road Comments	5

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Standard Task Templates Report

Activity Code: SPD030

Activity Description: Develop 100% Preliminary Bridge Design

Task Number	Task Description	Weighted Value
1	Request Hydraulic Analysis	5
2	Perform Hydraulic Analysis	150
3	(PD0180) Develop 30% Preliminary Design - Bridge	200
4	(PD0210) Order Subsurface Investigation for Project	3
5	(PD0230) Furnish All Subsurface Investigation for Project	300
6	(PD0250) Develop 60% Preliminary Design - Bridge	200
7	(PD0295) Conduct 60% Preliminary Design - Bridge	40
8	(PD0340) 60% Preliminary Design Hydraulic Review	30
9	(PD0510) Develop 90% Preliminary Design - Bridge	250
10	(PD0535) Review 90% Preliminary Design P_H - Bridge	70
11	(PD0540) Address/Resolve 90% Prel Des P_H Bridge Comm	50
12	(PD0595) Revise P_H Prel Des To Reflect Bridge Comm	50

Activity Code: SPD040

Activity Description: Environmental Process for Categorical Exclusion

Task Number	Task Description	Weighted Value
1	Review plans and obtain other information	1
2	Solicit views	1
3	Site visit	1
4	Request and obtain Conceptual Stage Relocation Plan	1
5	Wetland Delineation and Finding	2
6	Threatened and endangered species consultation	3
7	Phase 1 ESA	3
8	Noise Study	2
9	Air Study	2
10	Cultural Resources Survey and Section 106 Doc	3
11	Public Involvement	2
12	Prepare Categorical Exclusion Doc	1
13	Submit and revise as necessary to obtain approval	1
14	Distribute approved doc	1

Activity Code: SPD050

Activity Description: District/Utilities Preliminary Design Coordination

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Standard Task Templates Report

Task Number	Task Description	Weighted Value
1	(PD0300) DUS Reviews and Confirms 60% Prel Des w/Utilities	70
2	(PD0430) DUS Distributes Prel Plans & Lists to Utilities	30

Activity Code: SPD060

Activity Description: Perform Property Survey Work

Task Number	Task Description	Weighted Value
1	Receive Request for Property Survey and Title Request	1
2	Make Estimate for Property Survey and Title Report	1
3	Obtain Title Information	14
4	Collect Field Property Survey Data	70
5	Process Property Survey Field Data	14

Activity Code: SPD070

Activity Description: Develop Preliminary and Final ROW Maps

Task Number	Task Description	Weighted Value
1	Receive Request for R/W Map Estimate or Preliminary Plans	1
2	Make Estimate for R/W Map and Title Work Updates	4
3	Update Title Work (If Necessary)	7
4	(PD0390) Develop Preliminary (60%) R/W Maps	45
5	Submit Preliminary (60%) R/W Maps for JPR	2
6	Review and Transmit Preliminary (60%) R/W Maps	1
7	Attend JPR Meeting	4
8	Prepare Final R/W Maps and compute Parcel Descriptions	22
9	Submit Final R/W Review Prints	2
10	Review Final R/W Review Prints	1
11	(FD0190) Review and resolve Final R/W Map Issues	11
12	Submit Final R/W Maps (Mylar Prints)	1
13	Transmit Final R/W Maps, Title Reports, Upload Parcel Desc	1

Activity Code: SPD080

Activity Description: Setup For Final Plan Work

Task Number	Task Description	Weighted Value
1	(PD0610) Prepare Scope Final Plan	1
2	Prepare Work Hours for Final Plan	1
3	Prepare Compensation Package for Final Plans	1
4	Prepare and Execute Final Plan Supplement	1

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Standard Task Templates Report

Activity Code: SFD000

Activity Description: Schedule and Conduct Joint Review Meeting

Task Number	Task Description	Weighted Value
1	Schedule and Prepare for Joint Review Meeting (FD0010)	5
2	Prepare ROW Cost Estimate (FD0070)	35
3	Prepare HQ Utility Cost Estimate (FD0080)	15
4	Conduct Joint Review Meeting (FD0020)	20
5	Request State Funding for ROW and Utilities Activities	10
6	Req Fed Auth of Funds - ROW and Utilities	15

Activity Code: SFD020

Activity Description: Develop 95% Final Road Design

Task Number	Task Description	Weighted Value
1	Develop 30% Final Plans - Roads (FD0040)	15
2	Develop Traffic Control Plans (FD0045)	10
3	Develop Final Plans to 60% - Roads (FD0130)	25
4	Compile 60% Final Plan (FD0290)	10
5	60% Final Plan Hydraulic Review (FD0310)	10
6	60% Final Plan Traffic Engineering Review (FD0320)	10
7	Review 60% Final Plan - Road (FD0330)	5
8	60% Final Plan Geotechnical Review (FD0345)	10
9	Adjust Design for Permit Mitigation (FD0360)	5
10	Address/Resolve 60% Final Plan Comm - Road (FD0400)	10
11	Develop Final Road Design to 95% (FD0430)	30
12	Prepare C/S/I Apps for Required Agreements (FD0110)	10
13	Address/Resolve C/S/I Agreement Comments (FD0280)	5
14	Finalize C/S/I Agreements (FD0410)	10

Activity Code: SFD030

Activity Description: Develop 95% Final Bridge Design

Task Number	Task Description	Weighted Value
1	Develop 30% Final Plans - Bridge (FD0050)	30
2	Develop Final Plan to 60% - Bridge (FD140)	30
3	Review 60% Final Plan - Bridge (FD0300)	5
4	60% Final Plan Hydraulic Review (FD0310)	5
5	Address/Resolve 60% Final Plan Rev Comm - Bridge (FD0370)	2
6	Develop Final Bridge Design to 95% (FD0420)	30

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Standard Task Templates Report

Activity Code: SFD040

Activity Description: Appraise and Acquire Right of Way

Task Number	Task Description	Weighted Value
1	Request Appraisals (FD0270)	5
2	Prepare Property Valuations (FD0340)	25
3	Conduct Relocation Negotiations (FD0440)	25
4	Conduct Acquisition Negotiations (FD0450)	25
5	Remove Improvements from Right of Way (FD0535)	15
6	Certify Project ROW Activities Are Complete (FD0540)	5

Activity Code: SFD050

Activity Description: DUS Coordinate Required Utility Agreements

Task Number	Task Description	Weighted Value
1	Prep Utility Agreements (FD0090)	20
2	Utility Company Signs and Returns Project Pkg (FD0200)	60
3	District Forwards Project Pkg to HQ for Review (FD0460)	20

Activity Code: SFD055

Activity Description: Approval of Utility Agreements

Task Number	Task Description	Weighted Value
1	HQ Utility Approval (FD0470)	80
2	Release Letter - Utilities (FD0480)	20

Activity Code: SFD060

Activity Description: Obtain Required Permits/Agreements

Task Number	Task Description	Weighted Value
1	Confirm Req Permits and Agreements List (FD0100)	5
2	Prepare Railroad Applications for Req Agreements (FD0112)	15
3	Address/Resolve Railroad Agreement COMments (FD0282)	5
4	Finalize Railroad Agreements (FD0412)	5
5	Prepare CE/CG/CZ Apps for Required Permits (FD0120)	5
6	Submit CE/CG/CZ Apps for Required Permits (FD0230)	5

Sort: Activity Code, Ascending

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7	Address/Resolve CE/CTG/CZ Permit Comments (FD0260)	20
8	Finalize CE/CG/CZ Permits (FD0350)	5
9	Prepare C/S/I Apps for Required Agreements (FD0110)	15
10	Address/Resolve C/S/I Agreement Commetns (FD0280)	10
11	Finalize C/S/I Agreements (FD0410)	5

Activity Code: SFD080

Activity Description: Develop 100% Final Design Plans & Estimates

Task Number	Task Description	Weighted Value
1	Distribute 95% ACP for Review (FD0490)	5
2	ACP Review Period (FD0500)	25
3	Address/Resolve ACP Comments (FD00510)	20
4	Develop Final Plans to 100% Complete (FD0550)	20
5	Prepare Final Estimates (FD0570)	10
6	NPDES Permit	10
7	Signed By Chief Engineer (FD0590)	5
8	Transmit Final Plans to General Files	5

Activity Code: SFD090

Activity Description: Develop Construction Proposals

Task Number	Task Description	Weighted Value
1	Develop Construction Proposals to 95% Complete (FD0580)	80
2	Develop Construction Proposals to 100% Complete (FD0595)	20

Sort: Activity Code, Ascending

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